



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

INTERNATIONAL CASE COORDINATOR

Class No. 005725

■ CLASSIFICATION PURPOSE

Under administrative direction, to coordinate the efforts in locating and arresting crime suspects within Mexico or other countries; to determine if crimes committed by Mexican or other foreign country citizens in San Diego can be successfully prosecuted; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position, non-sworn class allocated only to the District Attorney's Office (Administration). The International Case Coordinator reports to the District Attorney and is responsible for coordinating the efforts and maintaining contacts with different Mexican Judicial System departments and representatives of law enforcement agencies in locating, capturing, and prosecuting crime suspects.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Reviews criminal cases for San Diego County law enforcement agencies to ensure compliance with Mexican or other country's judicial procedures.
2. Coordinates the efforts of Mexican or other country's legal and law enforcement authorities in locating, capturing, and prosecuting crime suspects.
3. Prepares and files criminal cases in foreign countries, filing with the country's appropriate judicial agency.
4. Translates investigative reports for certification and legalization by the country's jurisdictional representatives prior to filing complaints.
5. Acts as liaison with multi-national community groups on behalf of the District Attorney.
6. Conducts confidential and sensitive inquiries for the District Attorney, utilizing law enforcement intelligence contacts.
7. Keeps the District Attorney informed on the status on case prosecution.
8. Advises the District Attorney, deputies, investigative staff, and law enforcement agencies on international judicial system procedures.
9. Performs oral and written translation during joint conferences and seminars.
10. Prepares files and translates investigative reports for the filing of complaints in Latin American countries that allow prosecution of their citizens for crimes committed in a foreign country.
11. Provides assistance to deputies, investigative staff, and law enforcement agencies on local prosecutions that require obtaining evidence, and contacting witnesses or victims in Latin American countries.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal/State/local and international (Republic of Mexico) judicial and law enforcement laws and procedures; including laws of arrest, search and seizure, rules of evidence, legal documents, courtroom procedures, and deportation procedures.
- Jurisdictional authorities and law enforcement agency contacts and communities within Mexico and other applicable countries.
- Principles, methods, and techniques of criminal investigation including the collection, preservation, and presentation of evidence.
- Identification techniques and methods of operation.
- Interviewing and interrogation techniques.
- Current political issues of international concern.
- Legal joint powers cooperative agreements between the United States and the Republic of Mexico or other applicable countries.
- Communicating orally and in written form, both in Spanish and English.
- Telephone, office, and online etiquette.
- Courteous, respectful treatment of County employees, representatives of outside agencies and members of the public.

Skills and Abilities to:

- Translate oral and written communications and legal documents in Spanish/English.
- Prepare investigative reports, legal documents, and correspondence, in both Spanish and English.
- Collect, compile, analyze, and evaluate facts and evidence to draw conclusions and make recommendations.
- Coordinate the efforts of Mexican or other country's legal and law enforcement authorities in locating, capturing, and prosecuting crime suspects.
- Advise departmental staff and law enforcement agency representatives on international judicial system and procedures.
- Review and evaluate investigative reports.
- Maintain logs, records, and files.
- Establish and maintain effective diplomatic working relationships with representatives from outside countries, Federal/State and local law enforcement agencies, representatives from other agencies, and the public.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and functions calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

Five (5) years of recent experience conducting criminal investigations for a federal, state, or local law enforcement agency. At least three (3) years of the experience requirement must have included conducting or coordinating investigations in foreign countries, preferably with the Republic of Mexico.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: Repetitive use of hands and fine manipulation of right hand. Occasional: Sitting, walking, and standing, twisting at waist, simple grasping of both hands, fine manipulation of left hand, and lifting up to 10 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

The incumbent in this class must demonstrate proficiency in reading, writing, conversing, and translating English to Spanish, and Spanish to English and will be required to travel to various countries, primarily Mexico, on a frequent basis.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: December 13, 1991

Reviewed: Spring 2003

Revised: June 9, 2004

International Case Coordinator (Class No. 005725)

Union Code: PS

Variable Entry: Y